

Please fax or mail this page to:

Department of Labor & Industries  
Safety & Health Video Library  
PO Box 44607, Olympia, WA 98504-4607  
**FAX (360) 902-5675**

## SAFETY AND HEALTH VIDEO LIBRARY

### AGREEMENT FORM

To open an account and borrow videos, please fill out this form. **FAX ONE PAGE ONLY.**

Name	Phone	Fax	
Business Name	Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address	
Physical Street Address ( <i>must be a Washington address</i> )	City	State <b>WA</b>	Zip+4
PO Box Number	City	State <b>WA</b>	Zip+4
Thurston County residents must pick up videos. Other users must designate <input type="checkbox"/> Pick Up Only <input type="checkbox"/> Ship Only. Once the selection is made, it may not be changed.			

#### TERMS AND CONDITIONS:

1. Copyrighted materials are loaned subject to the condition that **any form of duplication is strictly prohibited** in accordance with Title 17 of the United States Code of Federal Regulations. Unauthorized duplication of copyrighted materials will result in immediate cancellation of borrowing privileges.
2. **Materials are loaned for a period of five working days.** When videos are borrowed, the shipping label has the return date printed on it. This is the date the videos must leave your office. Three late returns will result in immediate cancellation of borrowing privileges.
3. **Borrower accounts are established by individuals.** There is no limit to accounts per business. However, a borrower may not loan materials to any person. Example of prohibited loans: consultant to client; corporate office to corporate office. You must return phone calls within 2 days.
4. **The borrower is responsible for any loss or damage** of library materials, including video and shipping cases, and agrees to pay full replacement costs for any items lost or damaged during the loan period.
5. **The borrower is responsible for the cost of return shipping.** Unless programs are hand-delivered by the borrower, return shipping must be through a **TRACEABLE SHIPPING SERVICE** e.g. *United Parcel Service, Federal Express* or *Media Mail with Delivery Confirmation*. Return by untraceable means will result in borrower liability in the event of loss and late return. Returning videos to an L & I Field Office or other facility is prohibited.
6. Accounts must be designated as Pick Up Only or Ship Only. Thurston County users are required to pick up and return materials to the L&I Service Location lobby in Tumwater.

I have read and understand the terms and conditions listed on next page. As a condition of my participation in the Washington State Department of Labor & Industries, Safety and Health Video Library, I agree to comply with them. I have kept a copy of this agreement for my records. I certify that I am a Washington Resident.

Date	Signature
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# Safety & Health Video Library

Department of Labor & Industries

## Library Policy

### Videos must be returned on time.

Three late returns will result in *immediate and permanent* cancellation of borrowing privileges. You must return videos by traceable carrier. Also, please return phone call messages from us within two business days.

### The “Only You” Rule:

Videos are checked out only to you. Don’t loan them out. All transactions must be made through the Safety & Health Video Library.

### The Traceable Shipping Rule:

Your only cost is the return shipping by traceable carrier such as United Parcel Service, Airborne or Federal Express. Or if you prefer the US Postal Service, use Certified Mail only. Late videos *must* be shipped by guaranteed overnight delivery service.

### Respect the Copyright

Unless specifically noted in the catalog and on the materials themselves, all library materials are fully protected by copyright under Title 17 of the United States Code of Federal Regulations.

• **Unauthorized duplication of copyrighted materials will result in immediate cancellation of borrowing privileges.**

## Library Procedures

### The 5 – 5 Rule:

You can borrow up to five videos for five days.

### The 6 Month Rule:

You can schedule videos up to six months in advance.

### The One Week Rule:

Please give us one week notice before you want to show videos. The videos will arrive 1-2 business days before your show date.

## The Fine Print

Be aware that the average cost of videos in our collection is \$500. If you or your shipper loses the video(s) *you* are responsible for their full replacement cost. When shipping by UPS or Fed Ex and some other commercial shippers your package is automatically insured for \$100. You may want to purchase full coverage.

If you choose to use the US POSTAL SERVICE, you may send by Media Mail with Delivery Confirmation. Purchasing insurance is your recommended, but not required. Please use the PO BOX address:

Department of Labor & Industries,  
Safety & Health Video Library  
PO Box 44607  
Olympia, WA 98504-4607.

Many employees of state agencies borrow videos from the Safety & Health Video Library. They, too, must use a traceable shipper to return videos.

### You will be charged for items not returned.

Please be sure to rewind all videos, and to place each one *correctly* in its proper case. Videos can be easily damaged by being forced into cases backwards or upside-down.

Protect videos from inclement weather during shipment.

We require you to **reserve videos at least one week prior to your show date** to allow time for shipping to any city out of the greater Olympia area.

Thurston County residents must pick up and return videos in person. Allow at least two days for scheduling and one day for pick-up.